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24 July 1957

MEMORANDUM FOR: Chairman, AHIP

SUBJECT : Physical Control of IAC Documents and Enclosures.

1. The physical control of intelligence documents in the IAC has evolved by now into three relatively specialized operations. These relate to (1) plain information reports, (2) information reports accompanied by enclosures, e.g. maps, charts, photographs, books, periodicals, pamphlets, correspondence, etc., and (3) reports or enclosures which are not reproducible due to faulty printing, or damage in use, thereby making simultaneous use by two or more requesters impossible.

2. The AHIP is promoting a number of measures to improve and expand IAC document services. Many of these point to increased use of CIA's document facilities. Before this occurs on any large scale, it is extremely important that the physical control of documents be brought to a high state of perfection otherwise the existing facilities will be swamped with high-cost searches for poorly controlled items.

3. The control of information reports without enclosures appears to be fairly efficient and satisfactory throughout the IAC. All agencies maintain relatively complete files of their own documents. CIA in turn operates a two-part system covering all IAC documents released to it. Those documents judged to be of substantive value are indexed, filmed and copied on demand for requesters throughout the community. Those of very limited intelligence interest are not indexed but are stored in hard-copy form and may be consulted or copied on request. Remaining limitations on this community pattern are almost entirely economic, not technical in nature. Unlimited, high-speed copying of information reports is expensive, and none of the present-day facilities is geared up in staff, space and equipment to provide this level of service.

4. An estimated one-fourth of the information reports produced by the IAC agencies are accompanied by enclosures. Community control of these enclosures is improving slowly but it is still seriously inadequate as the following will suggest. The AHIP is just beginning to look into the problem of consistent citation of such items. The document channels are probably overburdened with categories of enclosures which could be better handled under other, for instance, open literature procurement systems. The quantity of copies of each enclosure is almost invariably limited, frequently single-copy, so that circulation of its cover document through many hands in many agencies generates demand, most of which must go unsatisfied when the enclosure has not been processed into a central system. CIA has filmed all single-copy enclosures which it acquired on a retention

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basis since about 1950; it has undertaken to film selected loan enclosures from other agencies since 1953. At the present time, however, this coverage appears to be about 50% effective. In one recent two-week period only 1,119 enclosures out of 2,147 cited in IAC information reports came into the agency for filming, indexing and storage.

Many circumstances explain the present haphazard control of enclosures. Some are attached to documents requiring prompt response by "action" offices. The document processing personnel lack the authority to interfere with the action time schedule even though failure to take an hour for microfilming means that the item disappears permanently from library channels. Other enclosures are recognized as duplicates, or too bulky, or of marginal interest, or in color which cannot be copied or illegible.

5. The following IAC-wide program for control of enclosures is proposed:

- a. Promote IAC-wide standards for the admission of enclosures into information report channels. If the AHIP members can agree, for instance, that ~~25X~~ open literature as a rule will be handled through specialized        channels, then both systems will profit from consistency and elimination of duplication.
- b. Develop common standards for the disposition of specialized categories of enclosures. Agreements on handling of film and maps, for instance, should relieve central document systems of any responsibility for retrieval and automatically direct the requester to the specialized register or library which would guarantee availability of the enclosure.
- c. Establish standards for the identification of unreproducible documents and enclosures and for their safekeeping. Community rules are needed to specify level of acceptability of document reproductions, to provide for central library control of unique material and to compromise the conflict of interest between the specialist who requires the given enclosure for research or evaluation purposes and the library which seeks to guarantee its availability indefinitely to the community.
- d. Let each IAC agency agree to microfilm according to community standards all remaining enclosures accompanying its information reports. CIA might undertake to make equipment and supplies available under specified circumstances provided that the agency concerned supplied the necessary manpower. CIA might also process the exposed film and guarantee the indexing and source card control of all such items.

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- e. Establish by IAC agreement that film copy shall ordinarily be supplied in response to inter-library loan requests for enclosures and that the receiving agency shall bear the cost of any production of paper prints therefrom.

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